

Date: Dec. 29, 1998, rev. Jan. 27, 2003, rev. Nov. 9, 2009
To: Whom it may concern
From: Trustees of Arden
Re: **Documents required for transfer of Arden lease**

Prior to settlement on an Arden leasehold, the Trustees of Arden require the following documents, prepared by a lawyer/real estate agent. These documents should be in possession of the Trustees for signatures and notarization at least four business days before the settlement date.

☐ **Survey and Plot Plan**

One copy of an official flagged boundary survey and plot plan in accordance with the Delaware Board of Surveyors "minimum standards" which shows accurate dimensions of the lot and locations of improvements, etc., is prepared by a licensed surveyor, and indicates actual square footage of the lot. The survey and plot plan must be no more than 10 years old. Location or mortgage inspection plans are not a substitute for the survey or plot plan. The survey and plot plan will be retained by the Trustees.

☐ **Assignment of Lease and Bill of Sale**

Two copies of the Assignment of Lease and Bill of Sale. This document addresses the transfer of both the land and the improvements from the seller to the buyer. It is the document that tells the Trustees that the current leaseholder intends to sell his/her rights to the leasehold. It gives the Trustees permission to proceed with the transfer of the lease.

☐ **Arden Lease Agreement**

Two copies of the prepared Arden Lease Agreement. Blank lease agreements can be obtained from the Assistant to the Trustees, Julie McNeil, by calling (302) 475-7980, by writing the Trustees Office, 2119 The Highway, Arden, DE 19810, or by contacting our office via e-mail Trustees.of.Arden@gmail.com.

☐ **Land Rent Payment**

Land rent for the current fiscal year must be paid in full and all previous official, recorded paperwork must be up-to-date in the Trustees files.

☐ **Recorded Documents**

After completion of the transfer, the Trustees require that copies of the recorded Assignment of Lease and Bill of Sale and the Lease Agreement be sent to the Trustees' Office as part of the official file.

☐ **County Sewer Hook Up**

The leasehold must be connected to the New Castle County sewer system.

If you have any questions regarding an Arden leasehold, please contact the Trustees Office, Assistant to the Trustees, Julie McNeil, by calling (302) 475-7980, by writing the Trustees Office, 2119 The Highway, Arden, DE 19810, or by contacting our office via e-mail Trustees.of.Arden@gmail.com.